June 5, 2017

Wisconsin receives 2017 National Small Business Environmental Assistance Program Award

The Wisconsin Department of Natural Resources' Small Business Environmental Assistance Program received the 2017 National Small Business Environmental Assistance Program Award.

The Wisconsin Program was nominated by its peers and the award honors accomplishments in environmental compliance assistance, advocacy for small businesses and collaboration efforts at the regional and national level.

"We are proud of the proactive outreach the small business program is providing to our small business customers in Wisconsin," said DNR Secretary Cathy Stepp.

This recognition by the National Steering Committee (NSC) of Small Business Environmental Assistance Programs & Small Business Ombudsmen (SBEAP/SBO) was presented at the SBEAP/SBO annual conference held in Denver, Colorado, May 17. Wisconsin's program was recognized for its leadership in the development of a national annual report template, a customer satisfaction survey, the first national SBEAP/SBO logo and other data collection tools that state SBEAPs use to promote the value of assistance programs to small businesses. Also, the Wisconsin program led a regional grant project, the Autobody Environmental Results Program, to support outreach efforts about environmental requirements affecting 12,000 collision repairs shops in Wisconsin and surrounding states.

"The Wisconsin Small Business Environmental Assistance Program is honored to be selected by our state counterparts for the 2017 Small Business Environmental Assistance Program Award," said Renee Lesjak Bashel, coordinator of Wisconsin's Small Business Environmental Assistance Program and former NSC Chair. "The department is committed to and proud of our efforts to help Wisconsin small business owners have the resources they need to grow their business and protect the environment."

Bashel added that, in 2016, DNR SBEAP staff made more than 90,000 contacts to provide environmental assistance through their toll-free hotline, emails, presentations, conference exhibits, electronic newsletter and other online resources.
More information is available on the DNR's small business web page or by contacting staff at DNRsmallbusiness@wisconsin.gov.

Originally created under the Clean Air Act Amendments of 1990, small business environmental assistance programs have provided extensive, hands-on technical assistance for more than 25 years to small businesses across the country to help them understand and comply with complex environmental regulations.
More information on the national awards and small business environmental assistance is available on the SBEAPs new website.

FOR MORE INFORMATION CONTACT: Renee Bashel, DNR Small Business Environmental Assistance Program, 608-266-6977, renee.bashel@wisconsin.gov

From left to right: Tony Pendola - National Steering Committee chair for SBO/SBEAP and the North Carolina SBO, Lisa Ashenbrenner-Hunt - Wisconsin SBEAP, Renee Lesjak Bashel - Wisconsin SBEAP, La Ronda Bowen - California SBO and awards presentation master of ceremonies

Electronic reporting for Department of Natural Resources air pollution permits

by Renee Lesjak Bashel, Wisconsin Small Business Environmental Assistance Coordinator, and Alex Torres, Air Permit Engineer, Wisconsin Department of Natural Resources

Printers in Wisconsin are required to file reports annually with the Wisconsin Department of Natural Resources (DNR) Air Program. In previous years, most reports were completed and submitted to DNR on paper forms. The DNR has recently made system improvements and is now offering electronic reporting options for printers.

Air emissions inventory

The air emissions inventory is an annual reporting requirement, which requires the reporting of each facility-emitted air pollutant over certain thresholds listed in the Wisconsin Administrative Code. Electronic filing has been available for the air emissions inventory for many years. Learn more at http://dnr.wi.gov/topic/AirEmissions/. As an alternative, businesses with air emissions under the reporting levels specified in Table 1, Chapter NR 438, Wis. Adm. Code, can meet this reporting requirement by submitting a letter to the DNR indicating the reason for not completing the annual emissions inventory for the year.

Air permit compliance certification and monitoring summary

The air permit compliance certification and monitoring summary report is another annual reporting requirement, which requires each facility to both certify compliance with all permit conditions and summarize monitoring and compliance demonstration methods used during the reporting timeframe. Two years ago, larger facilities across Wisconsin were given the option to submit the certification and the monitoring summary as a combined report electronically. Beginning this year, smaller printing facilities that are covered by the Type C Registration Operation Permit (ROP-C) can submit their compliance certification and monitoring summary reports electronically by the deadline of June 30, 2017.

Forms for air permit compliance certification and monitoring summary

Printers covered by the ROP-C may use one of two sets of forms to file their annual air permit compliance certification and monitoring summary report. One is the package of forms with Form Numbers 4530-178, -178A, and -179, found under the Compliance tab on

the following forms page: http://dnr.wi.gov/topic/AirPermits/Forms.html. Alternatively, printers may use the Environmental Compliance Self-Certification Checklist and Forms packet that is provided under the Environmental Results Program for Printers (ERP), found here: http://dnr.wi.gov/topic/SmallBusiness/documents/ERP/printing/ERPSelfCertandForms.pdf.

Helpful tips for completion of air permit compliance certification and monitoring summary forms
1. Both of the form options for the permit compliance certification and monitoring summary may be filed electronically.
2. First, complete the forms as indicated and then save the final document as an Adobe PDF file.
3. Please note that the ERP packet cannot be filled out and saved as an Adobe PDF file; it will need to be printed, completed by hand, then scanned and saved as a PDF file.
4. Forms 4530-178, -178A, and -179 can be completed as fillable PDF files, or they can be printed, completed by hand, and scanned and saved as a PDF file. If using forms 4530-178, -178A, and -179 as fillable PDF forms, please combine the completed forms into a single PDF file before submitting them electronically.

Once the forms are completed and saved as a PDF file, the compliance certification and monitoring summary report can be submitted to DNR online. The electronic report submittal process is described here: http://dnr.wi.gov/topic/AirPermits/ComplianceReports.html.

Please note that the electronic report submittal instructions may reference Form 4530-184, which is a form for use by other facilities. Whenever Form 4530-184 is mentioned in the instructions, printers should be using one of the forms listed above.

At this time, the signature page of any report filed online will still need to be mailed to the DNR compliance inspector responsible for the facility. Electronic signatures have not been approved for use by DNR.

For questions, contact Alex Torres at 608-273-5605 or Renee Lesjak Bashel at 608-266-6977.